

OSPI Child and Adult Care Food Program (CACFP) Checklist

Fiscal Year 2025–26 Training Checklist

As a Child and Adult Care Food Program (CACFP) Sponsor, you must certify completion of all training requirements when submitting your Sponsor Application in the Washington Integrated Nutrition System (WINS) during Program renewal. Use this checklist as a guide to complete Fiscal Year 2025–26 (FY26) training requirements. You do not need to return this form to OSPI Child Nutrition Services. FY26 renewal applications will not be approved until the appropriate person has attended the required training.

Who Must Attend Annual Training?

- All institutions participating in the CACFP.
- All institutions planning to participate in the CACFP in FY26.
- At a minimum, the person responsible for oversight of the CACFP must attend. This training is intended for directors and administrators.

How to Participate: Login Information & Certificates of Training

All required annual training courses are available in the Bright Track learning platform except for the LEA Pre-K training. The LEA Pre-K training may be attended in person, or the recorded version may be viewed on the Canvas learning platform.

Access Bright Track trainings:

- To create a new user account and register for a course, visit: <https://wachildnutritiontraining.com>
- Choose to enroll in the course(s) needed
- When asked for the enrollment password, please enter "cacfp"
- If you need assistance enrolling and creating an account, [view this short video](#).

Please note: These trainings are meant for program administrators. There should be a maximum of 2 Bright Track accounts created per Sponsoring Organization.

Certificates

Certificates will populate for completed courses at the top of the course content overview page. If your completion percent is not at 100%, ensure all topics have the "Mark Complete" button selected. Save training certificates with your CACFP records. You do not need to submit these to OSPI.



Training Required for all CACFP Sponsor Types

All Sponsors are required to complete these trainings in addition to the trainings specific to the CACFP components operated:

☐ **FY26 CACFP Annual Updates Webinar**

This training includes USDA policy updates as well as State Agency Program updates.

☐ **CACFP Annual Sponsor Training for Centers**

The CACFP Annual Sponsor Training is a comprehensive 4-hour online course. The training includes important topics such as Civil Rights, Performance Standards, Meal Service Planning, Recordkeeping, Financial Management/Maintaining a Nonprofit Food Service and Program Oversight/Serious Deficiency Process.

Child Care, At-Risk Community Based Programs, Family Day Care Home, Homeless Shelters & Adult Care Sponsors Required Training

☐ **FY26 CACFP Annual Updates Webinar**

☐ **CACFP Annual Sponsor Training for Centers**

☐ **Monthly Eligibility Training**

**Not required for Sponsors with only Head Start/ECEAP, At-Risk or Homeless Shelters participants or FDCH Sponsors*

In FY26 CACFP will no longer conduct an annual study month. Sponsors will enter site specific monthly participant eligibility information (Free, Reduced-Price, and Above Scale) with each claim in WINS. This training will review this new monthly reporting requirement and eligibility tracking tools and resources.

☐ **Menu Building Basics: Utilizing CN Labels & USDA Recipes to Build a Cycle Menu**

Learn about CN Labels, product formulation statements and how to use them to build a cycle menu. Participants will explore USDA Standardized recipes and will learn how to scale these recipes and products to fit production needs.

☐ **Procurement Training**-Take one of the following trainings based on your procurement needs:

**Not required for FDCH Sponsors or Sponsors of Unaffiliated Centers*

☐ **Procurement for CACFP Operators who do not have vended meal agreements or Interagency Agreements**

All CACFP operators must procure all goods and services using the procurement regulations found in 7 CFR 226.22 and 2 CFR Part 200.318-326. This course will define procurement and will provide an overview of the types of procurement methods, strategies for local purchasing, and purchasing from a Food Service Management Company. Lastly, participants will understand the requirements regarding written procurement policies and procedures and codes of conduct.

OR

☐ **Vendor Management Practice-required for Sponsors with vended meal agreements or Interagency Agreements only**

This course will help you understand basic procurement standards and the importance of vendor selection when outsourcing the food program. It will cover identifying and evaluating vendors based

on quality, pricing and reliability. Managing the vendor contract to ensure the quality and safety of the food program will also be reviewed.

School District/Local Education Agency (LEA) Sponsors Required Training

Pre-K Programs claiming meals under the CACFP —School Sponsors

☐ **FY26 CACFP Annual Updates Webinar**

☐ **CACFP Annual Sponsor Training for Centers**

☐ **Monthly Eligibility Training**

**Not required for Sponsors with only Head Start/ECEAP participants*

In FY26 CACFP will no longer conduct an annual study month. Sponsors will enter site specific monthly participant eligibility information (Free, Reduced-Price, and Above Scale) with each claim in WINS. This training will review this new monthly reporting requirement and eligibility tracking tools and resources.

☐ **Pre-K CACFP Program Oversight** (in-person and recorded Canvas options)

This training will cover CACFP basics specific to TK, PK, ECEAP and Head Start, setting LEAs up for successful operation in SY 2025–26. This training will be offered during the SY 2025–26 School Meal Programs Annual Training. Attendance at the in-person training is highly encouraged; however, if you do not attend the in-person training, there is a recorded version available.

In-Person: [Register Here by July 18th](#)

- Register for the August 5th training in Ellensburg | 2:30–3:45 pm
- Register for the August 6th training in Ellensburg | 2:30–3:45 pm

Canvas Training Access:

- To create an account, visit: <https://waesd.instructure.com/enroll/8PL3PD>
- If you already have an account, visit: <https://waesd.instructure.com/login/canvas>

At-Risk After School Care Programs—School Sponsors

☐ **FY26 CACFP Annual Updates Webinar**

☐ **CACFP Annual Sponsor Training**

☐ **General Recordkeeping and At-Risk Afterschool Meals Program Recordkeeping**

General CACFP recordkeeping requirements are the highlight of this training. The course addresses program eligibility, operational requirements, enrollment and participant eligibility.

In-Person Trainings/ Live Virtual

- ☐ **CACFP Sponsors of Unaffiliated Sites Training**, Live Virtual, September 10th

Optional

This training is intended for Sponsors of unaffiliated centers and Family Day Care Homes. There will be two learning tracks offered; Track 1 will provide training for monitoring staff, Track 2 will provide training for Program Administrators. Program outreach, expansion, monitoring, serious deficiency process and Program best practices will be discussed.

[Register Here](#)

- ☐ **The “Basics”, Becoming a Multi-Site Sponsor**, Mill Creek, August 5th | 6-hour training

Required for:

- Sponsors currently operating with one site who would like to operate CACFP at multiple sites in FY26.

Optional for:

- Independent Sponsors interested in learning more about Sponsoring Organization requirements who are not intending to expand operation to multiple sites in FY26.
- Current multi-site Sponsors who would like a “refresher” training.

[Register Here](#)

Optional “Refresher” Trainings (All Sponsor types as applicable)

Bright Track Trainings

- Meal Counting, Claiming and Documentation
- Diversifying Meals in Child Nutrition Programs
- All Aboard the Whole Grain Express!
- Navigating Special Dietary Needs
- Build it Once; Serve it Time and Time Again: Using Cycle Menus and Standardized Recipes
- Sponsor Monitoring
- Successful Monitoring
- CACFP Basics: Orientation for New Staff
- Milk Substitutions: Serving Creditable Milk Alternatives in Child Nutrition Program
- Feeding Infants in Child Nutrition Programs
- Recordkeeping and Claims for Reimbursement in the CACFP
- CACFP Budgets
- Financial Viability
- Monitoring and Oversight
- Serious Deficiency
- Management Plans
- Internal Controls
- Corrective Action in the CACFP

Questions? Please [email the CACFP team](#).